

## Summer Internship Placement Opportunities in the Radio Television Hong Kong 2017

### Legend

#### Academic level:

D: Bachelor's degree; HD / AD : accredited Higher Diploma / Associate Degree

#### Field of study:

a – Journalism / Media & related studies	b – Multimedia & related studies	c – Theatre & Entertainment Arts / Audio Visual Entertainment Technology & related studies	d – Business / Human Resources Management / Management & related studies
e – Marketing / Advertising & related studies	f – Web / Multimedia / Graphic Design & related studies	g – Telecommunication / IT / Computer Science & related studies	h – Social Science / Arts & related studies
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RTHK provides internship placement opportunities to full-time post-secondary students pursuing a Bachelor's degree / accredited Higher Diploma / accredited Associate Degree in the following courses / programmes. Final-year students will be considered only if the internship is required by their institution for the completion of the programmes / courses the student is pursuing. A confirmation letter issued by the institution should be submitted together with the application form.

Job Ref. No. / Job Title	Duties	Employment Starting month / Tentative duration	Academic Requirements	Specific Knowledge/ skills
JT1 – Summer Intern (Chinese News and Current Affairs Section, Radio Division)	<ul style="list-style-type: none"> <li>To assist in various reporting duties, editing, compiling and presenting news bulletins, programme preparation / production</li> <li>To assist in electronic media reporting</li> </ul>	Mid-May 2017  near 2 months	D of (a)	<ul style="list-style-type: none"> <li>Good video filming skills</li> <li>Good broadcasting voice</li> <li>Candidates may be required to sit for a typing test (Cangjie or Simplified Cangjie) and/or a voice test</li> <li><b>Must submit recommendation letter from concerned institution</b></li> </ul>

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JT2(a) – Summer Intern (English News and Current Affairs Section, Radio Division)	<ul style="list-style-type: none"> <li>● To assist in various reporting duties, including conducting interviews, writing news and voicing reports</li> <li>● To assist in filming and editing of video news</li> </ul>	May 2017  near 2 months	D of (a)	<ul style="list-style-type: none"> <li>● Proficiency in English (Chinese not a must, but an advantage)</li> <li>● Prefer those with training in radio journalism and video shooting and editing</li> <li>● <b>Must submit recommendation letter from concerned institution</b></li> </ul>
JT2(b) – Summer Intern (English News and Current Affairs Section, Radio Division)	<ul style="list-style-type: none"> <li>● To assist in various reporting duties, including conducting interviews, writing news and voicing reports</li> <li>● To assist in filming and editing of video news</li> </ul>	May 2017  near 2 months	D of (a)	<ul style="list-style-type: none"> <li>● Proficiency in English (Chinese not a must, but an advantage)</li> <li>● Prefer those with training in radio journalism and video shooting and editing</li> </ul>

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JT3 – Summer Intern (Digital Audio Broadcasting, Radio Division)	<ul style="list-style-type: none"> <li>● To assist in the production and administrative work in DAB channel</li> </ul>	June 2017  near 2 months	D of (a), (b), (c) & (h)	<ul style="list-style-type: none"> <li>● Good research skills</li> <li>● Proficiency in MS Word, Excel and Chinese typing, etc.</li> <li>● Basic skills of video shooting and editing</li> </ul>
JT4(a) – Summer Intern (Radio 1 / Radio 5 / Presentation Unit, Chinese Programme Services Section, Radio Division)	<ul style="list-style-type: none"> <li>● To assist in the implementation of various projects / functions</li> <li>● To provide support in research and logistics</li> <li>● To assist in traffic reporting</li> </ul>	June / July 2017  near 2 months	D/HD/AD of (a), (b), (c) & (h)	<ul style="list-style-type: none"> <li>● Good broadcasting voice</li> <li>● Proficiency in MS Word, Excel and Chinese typing, etc.</li> <li>● Keen awareness of current issues</li> <li>● Hands-on experience in organizing activities</li> <li>● Good research, filming and video editing skills</li> </ul>

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JT4(b) – Summer Intern (Radio 2, Chinese Programme Services Section, Radio Division)	<ul style="list-style-type: none"> <li>● To assist in the implementation of various projects / functions</li> <li>● To provide support in research and logistics</li> </ul>	Mid-June 2017  near 2 months	D/HD/AD of (a), (b), (c) & (h)	<ul style="list-style-type: none"> <li>● Good broadcasting voice</li> <li>● Proficiency in MS Word, Excel and Chinese typing, etc.</li> <li>● Keen awareness of current issues</li> <li>● Hands-on experience in organizing activities</li> <li>● Good research skills</li> </ul>
JT5(a) – Summer Intern (Cultural and Education Unit, Chinese Programme Services Section, Radio Division)	<ul style="list-style-type: none"> <li>● To assist in various programmes / functions</li> <li>● To provide support in research and logistics</li> </ul>	June/July2017  near 2 months	D of (a), (b) & (c)	<ul style="list-style-type: none"> <li>● Good broadcasting voice</li> <li>● Proficiency in MS Word, Excel and Chinese typing, etc.</li> <li>● Keen awareness of current issues</li> <li>● Hands-on experience in organizing activities</li> <li>● Good research skills</li> </ul>

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JT5(b) – Summer Intern (Cultural and Education Unit, Chinese Programme Services Section, Radio Division)	<ul style="list-style-type: none"> <li>● To handle online / mobile platform projects</li> <li>● To assist in multimedia material outputs and video filming</li> </ul>	June/July2017  near 2 months	D of (a), (b) & (c)	<ul style="list-style-type: none"> <li>● Good filming and video editing skills</li> <li>● Sound computer knowledge</li> </ul>
JT6 – Summer Intern (Putonghua Channel, Chinese Programme Services Section, Radio Division)	<ul style="list-style-type: none"> <li>● To assist in the implementation of various projects / functions</li> <li>● To provide support in research and logistics</li> <li>● To handle online / mobile platform projects</li> <li>● To assist in multimedia material outputs and video filming</li> </ul>	June 2017  near 2 months	D of (a), (b), (c) & (d)	<ul style="list-style-type: none"> <li>● High proficiency in Putonghua</li> <li>● Proficiency in MS Word, Excel and Chinese typing, etc.</li> <li>● Good broadcasting voice</li> <li>● Knowledge of video filming and editing skills</li> </ul>

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JT7 – Summer Intern (Multimedia News Unit, Public Affairs and Multimedia News Section, Radio Division)	<ul style="list-style-type: none"> <li>To assist in filming and editing of video news</li> </ul>	May 2017  near 2 months	D/HD/AD of (a) & (b)	<ul style="list-style-type: none"> <li>Knowledge of video filming and editing skills</li> <li>Proficiency in Final Cut Pro and Photoshop</li> <li><b>Must submit recommendation letter from concerned institution</b></li> </ul>
JT8 – Summer Intern (Public Affairs Unit, Public Affairs and Multimedia News Section, Radio Division)	<ul style="list-style-type: none"> <li>To undertake duties such as conducting research, reporting, writing scripts, audio / video recording, conducting interviews, etc.</li> </ul>	Mid-May 2017  near 2 months	D/HD/AD of (a), (b) & (l)	<ul style="list-style-type: none"> <li>Good broadcasting voice</li> <li>Proficiency in MS Word, Excel and Chinese typing, etc.</li> <li>Keen awareness of current issues</li> <li>Hands-on experience in organizing activities</li> <li>Good research skills</li> </ul>

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JT9 – Summer Intern (Central Administration Unit)	<ul style="list-style-type: none"> <li>To assist in providing support in personnel and general administrative matters, including preparing monthly reports, updating pool lists and providing logistics support for recruitment exercises</li> </ul>	June / July 2017  near 2 months	<ul style="list-style-type: none"> <li>D of (d)</li> </ul>	<ul style="list-style-type: none"> <li>Proficiency in MS Word, Excel and Chinese Word Processing</li> <li>Basic knowledge of office practices</li> <li>Knowledge of HK Employment Ordinance or related legislations will be an advantage</li> </ul>
JT10 – Summer Intern (Programme/ Educational TV, TV Division)	<ul style="list-style-type: none"> <li>To assist in studio &amp; outdoor TV programme recording / broadcasts and participating in programme promotion activities</li> <li>To undertake research work</li> </ul>	June 2017  around 3 months	D of (a)	<ul style="list-style-type: none"> <li>Good DV filming and editing skills</li> <li>Good research skills</li> <li><b>Must submit recommendation letter from concerned institution</b></li> </ul>

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JT11 – Summer Intern (eTVonline, TV Division)	<ul style="list-style-type: none"> <li>● To assist in designing and producing multimedia web projects</li> <li>● To write teaching materials and articles of Liberal Studies for websites</li> <li>● To update the web content of eTVonline</li> </ul>	May / early June 2017  near 2 months	D/HD/AD of (a) , (b) & (f)	<ul style="list-style-type: none"> <li>● Experience in using Dreamweaver, Illustrator or similar software</li> <li>● Experience in organizing events</li> <li>● Proficiency in written Chinese</li> <li>● Good research skills and keen awareness of current issues</li> <li>● Proficiency in Web Design</li> <li>● <b>Must submit recommendation letter from concerned institution</b></li> </ul>
JT12 – Summer Intern (General Programme, TV Division)	<ul style="list-style-type: none"> <li>● To assist in studio &amp; outdoor TV programmes recording / broadcasts and participating in programme promotion activities</li> <li>● To undertake research work</li> </ul>	June 2017  around 3 months	D of (a) & (b)	<ul style="list-style-type: none"> <li>● DV filming and editing skills will be an advantage</li> <li>● Basic knowledge of TV production</li> <li>● <b>Must submit recommendation letter from concerned institution</b></li> </ul>



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JT13 – Summer Intern (Public and Current Affairs Section, TV Division)	<ul style="list-style-type: none"> <li>● To assist in providing research materials, technical and general production support for TV News and Public Affairs programmes</li> <li>● To undertake reporting and research work</li> </ul>	<p>May 2017</p> <p>around 3 months</p>	D of (a)	<ul style="list-style-type: none"> <li>● DV filming / editing / multi-media production skills will be an advantage</li> <li>● Basic knowledge of Journalism</li> <li>● Basic knowledge of TV production</li> <li>● Good language skills (for candidates who are interested to work in English team, English proficiency is a must)</li> <li>● <b>Must submit recommendation letter from concerned institution</b></li> </ul>

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JT14 – Summer Intern (Subtitling, TV Division)	<ul style="list-style-type: none"> <li>To practice subtitle creation, for TV programmes, within a tape-based and file-based workflow for media production. Work include transcription, proofreading, subtitles time coding and keying</li> </ul>	June 2017  near 3 months	D of (a), (b), (h) & (k)	<ul style="list-style-type: none"> <li>Proficiency in Chinese and English (met the language proficiency requirements of Level 3 or above in Chinese Language and English Language in HKDSEE/HKCEE or equivalent)</li> <li>Candidates may be required to sit for a typing test (Cangjie or Simplified Cangjie)</li> <li>Basic knowledge of TV production</li> <li>Good computer knowledge</li> <li><b>Must submit recommendation letter from concerned institution</b></li> </ul>

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JT15 – Summer Intern (On-Air Promotion, TV Division)	<ul style="list-style-type: none"> <li>• To create graphic images or animation to present the concept and purpose assigned</li> <li>• To edit video clips using Final Cut Pro or Avid</li> <li>• To composite promotional clips with special visual effects</li> <li>• To coordinate and follow location filming for promotion</li> </ul>	<p>June 2017</p> <p>near 3 months</p>	D/HD/AD of (a), (b), (e) & (h)	<ul style="list-style-type: none"> <li>• Capable of using popular film editing programs and tools</li> <li>• Experience in handling functions and events</li> <li>• DV filming and editing skills will be an advantage</li> <li>• Basic knowledge of advertising</li> <li>• Basic knowledge of TV production</li> <li>• Good presentation and communication skills</li> <li>• <b>Must submit recommendation letter from concerned institution</b></li> </ul>

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JT16 – Summer Intern (TV Presentation & Scheduling, TV Division)	<ul style="list-style-type: none"> <li>To assist in the areas related to programme and transmission arrangement for RTHK TV 31 &amp; 32</li> </ul>	June 2017  near 3 months	D/HD/AD of (a) & (b)	<ul style="list-style-type: none"> <li>Knowledge of Information Technology</li> <li>Data manipulation and testing</li> <li>Conduct User Acceptance Test</li> <li>Multimedia skills, e.g. use of Photoshop</li> <li>Proficiency in MS Excel</li> <li>Basic knowledge of video / TV production will be an advantage</li> <li>Interest in managing TV channel's programme scheduling and transmission</li> <li><b>Must submit recommendation letter from concerned institution</b></li> </ul>

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JT17 – Summer Intern (Acquisition, Acquisition and Corporate Development Unit, TV Division)	<ul style="list-style-type: none"> <li>● To assist in the re-packaging and production of acquired programmes for the DTT Channel, including translation of programme scripts, co-ordination of programme dubbing, subtitling production, compilation of programme synopsis, etc.</li> <li>● To provide support in research, logistics and administrative work</li> </ul>	<p>June 2017</p> <p>around 3 months</p>	D of (a), (b), (h) & (k)	<ul style="list-style-type: none"> <li>● Knowledge of translation work</li> <li>● Proficiency in both spoken and written Chinese and English</li> <li>● DV filming and editing skills will be an advantage</li> <li>● Basic knowledge of TV production</li> <li>● Good computer knowledge</li> <li>● <b>Must submit recommendation letter from concerned institution</b></li> </ul>

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JT18 – Summer Intern (Programme & Content Management, Acquisition and Corporate Development Unit, TV Division)	<ul style="list-style-type: none"> <li>To assist in data entry of archive restoration and general clerical duties</li> </ul>	June 2017  near 2 months	D of (a), (c), (d) & (h)	<ul style="list-style-type: none"> <li>Sound knowledge of information management</li> <li>Proficiency in MS Word, Excel, Chinese typing and Chinese Word Processing</li> </ul>
JT19 – Summer Intern (Libraries, New Media Synergy and Library Management Unit, TV Division)	<ul style="list-style-type: none"> <li>To assist in data maintenance for Media Asset Management System and the enhancement of cataloging work in Libraries</li> </ul>	June 2017  near 2 months	D/HD/AD of (a) & (h)	<ul style="list-style-type: none"> <li>Sound knowledge of various musical genres, especially in serious music and world music</li> <li>Sensitivity to public affairs</li> <li>Strong data entry skills with a high level of accuracy</li> <li>Strong research skills</li> <li>Knowledge of foreign languages will be an advantage</li> </ul>

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JT20 – Summer Intern (New Media Unit, New Media Synergy and Library Management Unit, TV Division)	<ul style="list-style-type: none"> <li>● To handle content and graphics updates of RTHK's website</li> <li>● To assist in multimedia digitization, DV filming and editing of online projects</li> </ul>	July 2017  near 2 months	D/HD/AD of (a)& (b)	<ul style="list-style-type: none"> <li>● Proficiency in both spoken and written Chinese and English</li> <li>● Basic audio and video editing skills</li> <li>● Knowledge of graphic and webpage design</li> </ul>
JT21 – Summer Intern (Engineering Team, Production Services Division)	<ul style="list-style-type: none"> <li>● To assist in the implementation of engineering projects and asset management</li> </ul>	June 2017  near 2 months	D/HD/AD of (g) & (i)	<ul style="list-style-type: none"> <li>● Sound knowledge of Information Technology</li> <li>● Basic knowledge of networking or TV transmission</li> </ul>

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Job Ref. No. / Job Title	Duties	Employment Starting month / Tentative duration	Academic Requirements	Specific Knowledge/ skills
JT22 – Summer Intern (Electronic Field Production and Photography, Production Services Division)	<ul style="list-style-type: none"> <li>Frontline filming tasks &amp; photography post work</li> </ul>	<p>June 2017</p> <p>near 3 months</p>	HD/AD of (c)	<ul style="list-style-type: none"> <li>Knowledge of videography &amp; the application of Photoshop</li> <li><b>Must Submit recommendation letter from concerned institution</b></li> </ul>
JT23 – Summer Intern (Outside Broadcasting Services, Studio Services & Outside Broadcasting Section, Production Services Division)	<ul style="list-style-type: none"> <li>To provide operational and technical support for outside broadcast and/or studio productions</li> <li>To assist in the production-related administrative work</li> </ul>	<p>June 2017</p> <p>near 3 months</p>	D of (a), (c), & (d)	<ul style="list-style-type: none"> <li>Experience in organizing activities, events or performances</li> <li>Proficiency in both spoken and written Chinese and English</li> <li>Proficiency in MS Word, Excel, Chinese typing, Chinese Word Processing and photo editing</li> <li><b>Must Submit recommendation letter from concerned institution</b></li> </ul>



## Summer Internship Placement Opportunities in the Radio Television Hong Kong 2017

### Legend

#### Academic level:

D: Bachelor's degree; HD / AD : accredited Higher Diploma / Associate Degree

#### Field of study:

a – Journalism / Media & related studies	b – Multimedia & related studies	c – Theatre & Entertainment Arts / Audio Visual Entertainment Technology & related studies	d – Business / Human Resources Management / Management & related studies
e – Marketing / Advertising & related studies	f – Web / Multimedia / Graphic Design & related studies	g – Telecommunication / IT / Computer Science & related studies	h – Social Science / Arts & related studies
i – Electronic and Electrical Engineering & related studies	j – Fashion design / Costume Design / Image Styling & related studies	k – Translation / Science & related studies	l – Social Science / Languages / Translation & related studies

Job Ref. No. / Job Title	Duties	Employment Starting month / Tentative duration	Academic Requirements	Specific Knowledge/ skills
JT24 – Summer Intern (Video Editing, Production Services Division)	<ul style="list-style-type: none"> <li>To handle video ingestion and transcoding works</li> <li>To edit video for promotion</li> </ul>	July 2017 near 2 months	D/HD/AD of (a), (b) & (c)	<ul style="list-style-type: none"> <li>Knowledge of video editing and visual effects software</li> <li><b>Must Submit recommendation letter from concerned institution</b></li> </ul>
JT25 – Summer Intern (Costume Design, Image Design Section, Production Services Division)	<ul style="list-style-type: none"> <li>To assist in costume arrangement for the image design and styling for different programmes</li> <li>To provide logistics and office support</li> </ul>	July 2017 near 2 months	D/HD/AD of (c) & (j)	<ul style="list-style-type: none"> <li>Sound knowledge of fashion design and image styling</li> <li>Basic computer knowledge</li> <li>Good presentation and communication skills</li> <li><b>Must Submit recommendation letter from concerned institution</b></li> </ul>
JT26 – Summer Intern (Corporate Communications & Standards Unit)	<ul style="list-style-type: none"> <li>To assist in programme publicities, corporate events</li> <li>To provide logistics and office support</li> </ul>	July 2017 near 2 months	D/HD/AD of (a) & (h)	<ul style="list-style-type: none"> <li>Good communication skills</li> <li>Proficiency in both spoken and written Chinese and English</li> </ul>

- Monthly Allowance : \$3,800
- Closing Date for Application : 8 February 2017
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- Terms & conditions of appointments : Except otherwise provided, your eligibility for rest day, statutory holiday, paid leave, sickness days and sickness allowances are generally in line with those in the Employment Ordinance (Cap. 57).
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- How to Apply : (a) Applications should be made on the **application form (S.I.Form 1)** available at RTHK's Internet website ([http://app3.rthk.hk/recruit/index\\_e.php](http://app3.rthk.hk/recruit/index_e.php)). Completed forms should be sent to the address below on or before the closing date for application. Students who are selected for interview / trade test will normally receive an invitation within 6 weeks from the closing date for application. Those who are not invited for interview / trade test may assume that their applications are unsuccessful.
- (b) An applicant of the internship programme can apply **for a maximum of 3 posts**. You should **state your priority of preference** in the application form. You only need to **fill in one set of application form**. The job reference number(s) and job title(s) concerned should be clearly marked in the application form. Radio Television Hong Kong **only accept** the application form (S.I.Form 1) available at RTHK's Internet website. Other application forms **will not be entertained**.
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- Address : Personnel Registry, 5/F., One Mongkok Road Commercial Centre, 1 Mong Kok Road, Kowloon, Hong Kong
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- Enquiry Telephone : 3547 1229

**General Notes:**

- (A) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (B) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.

- (C) Summer interns are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (D) The allowance payable, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (E) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend interview and/or trade test.
- (F) The number of interns required may be subject to change depending on a host of factors including the prevailing policy from time to time.
- (G) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the interview / trade test without being subject to any further shortlisting criteria.
- (H) Final-year students will be considered only if the internship is required by their institution for the completion of the programmes/courses the student is pursuing.
- (I) Candidates under this scheme will be regarded 'student interns' or 'work experience students during a period of exempt student employment', as defined in the Minimum Wage Ordinance and exempt from the minimum wage requirements. Candidates should comply with the following -
- they must be students either pursuing a full-time accredited post-secondary programme (degree, associate degree or higher diploma, etc.) provided by a local education institution specified in Schedule 1 to the Minimum Wage Ordinance or pursuing a full-time education programme for a non-local academic qualification at degree level.
  - if as a 'student intern' – the candidate's application should be endorsed by the education institution and the work being applied for should be a compulsory or elective component of the requirements of the programme being provided by the institution to the applicant; or
  - if as a 'work experience student' – the applicant should be under the age of 26 years at the beginning of the employment, and should provide a statutory declaration verifying that he/she has not commenced another exempt student employment period within the same calendar year.

Successful applicants have to provide documentary proof for the above.